



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:
PERSUPPACTWESTINST 5230.4B CH-1
N6

MAY 16 2003

PERSUPPACTWEST INSTRUCTION 5230.4B CHANGE TRANSMITTAL 1

From: Commanding Officer, Personnel Support Activity West

Subj: INTERNET, INTRANET, AND WORLD WIDE WEB

1. Purpose. Transmit change 1 to the basic instruction.

2. Action

a. Change paragraph 1 of the basic instruction to read as follows:

"Purpose. This instruction establishes policy, provides procedures, and assigns responsibilities for using the Internet, Intranet, and World Wide Web (WWW) by all Personnel Support Activity (PSA) West personnel. Additional guidance on the use of the Internet, Intranet, WWW, electronic mail (e-mail), PKI certificates, and PSA West network systems is also included. This instruction has been revised in its entirety."

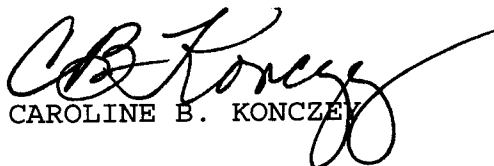
b. Change paragraph 8b of the basic instruction to read as follows:

"b. E-mail/PKI and FTP Services"

c. Insert paragraph 8b(2) as follows on page 4 of the basic instruction:

"(2) All personnel must ensure that their email accounts are managed properly and that email is checked on a regular basis (at least four (4) times daily) in order to keep up with information being provided. The use of PKI ID certificates on all email being generated is mandatory."

3. Cancellation. When the basic directive is superceded by a revision or is otherwise cancelled.


CAROLINE B. KONCZEY

Distribution:

PERSUPPACTWESTINST 5216.1K, Lists I and II